

# INTERNATIONAL STUDENTS ACCOMMODATION POLICY

## Policy statement

Manurewa High School Board of Trustees recognises its responsibility to ensure the safety and wellbeing of its International Fee Paying Students and therefore these students are accepted into the school only if appropriate accommodation is available to them, either through our homestay programme or within the conditions set down for an approved designated caregiver.

## Procedure Guidelines

1. All International Students studying at the school must be in a homestay that is either provided by the school or arranged by the students parents
2. International Students studying at the school are not permitted to own or rent a flat/room/house/apartment or live on their own.
3. All people over the age of 18(except the International Student) who reside in the homestay must be police vetted prior to being accepted as a homestay
4. The school Homestay Manager will:
  - i. Source suitable homestay accommodation.
  - ii. Arrange for the placement of students
  - iii. Keep homestay carers and students well informed of their responsibilities
  - iv. Liaise regularly with the students, their homestays and the school
  - v. Maintain an accurate database of students and their homestays.
  - vi. Ensure that the school and homestay families meet the requirements of the "Code of Practice for the Pastoral Care of International Students" and of the Ministry of Education guidelines.
5. Homestay Parents must sign a comprehensive contract outlining their responsibilities
6. Complaints about a homestay situation by either the student or the homestay family must be directed to the Homestay Manager or the Director of International Students.
7. There is a \$200.00 fee payable where the school is required to locate the homestay
8. The student's family pays the total homestay costs for one year to the school and the school will transfer the costs to the homestay family on a four weekly basis.